

## Senior Leadership Team minutes

### Monday 30 October 2017

#### Members

Elizabeth Denham (chair)	Information Commissioner
Paul Arnold	Deputy Chief Executive Officer
Emma Bate	General Legal Counsel
James Dipple-Johnstone	Deputy Commissioner (Operations)

#### Attendees

Richard Marbrow	Group Manager Corporate Governance
Robert Parker	Head of Corporate Affairs

#### Secretariat

Peter Bloomfield	Senior Corporate Governance Manager
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### 1. Introductions and apologies

There were apologies from Steve Wood and Simon Entwisle who were both unable to attend the meeting.

### 2. Matters arising from the previous meeting

#### Minutes

The minutes were agreed for accuracy and publication.

#### Actions and decisions

Outstanding actions were noted:

- Peter Bloomfield was to check with Steve Wood about the timing of the proposed paper on children's information rights.
- The action on benchmarking the Information Rights Strategic Plan was noted as being closed. Robert Parker would report back to SLT on progress.

### 3. Workforce planning

#### Issue

Paul Arnold introduced a paper detailing principles underpinning the strategic development of the ICO's workforce over the coming year. The paper would be shared with trade unions and staff in mid-November.

SLT members were also asked to identify any new roles they expected in their directorates for 2018/19 by 6 November; to help inform budget development for next year. Templates would be provided.

#### Decision

The principles detailed in the paper were agreed.

### 4. High profile cases

#### Issue

Richard Marbrow introduced a paper detailing a procedure to handle high profile files to ensure that the files are resourced and progressed appropriately.

It was recognised that the procedure was detailed and administratively intensive but this level of detail was thought necessary at present and would only apply to a small number of files.

The process was not thought to fetter ICO discretion in decisions on the files. Existing files would need to be reviewed to see if the procedure remained appropriate for them.

It was confirmed that SLT was not the decision making body in respect of what happened on individual files but it was responsible for agreeing which files would be subject to the procedure and for ensuring adequate resources were allocated.

#### Decision

The procedure was agreed subject to review in six months time in respect of the level of administrative complexity. In the long term the aim was to incorporate the procedure into normal operations.

#### Actions

Richard Marbrow to amend the procedure as discussed and to ensure the procedure was launched as soon as possible.

## 5. Resource and Infrastructure Strategic Plan

### Issue

Paul Arnold introduced a draft Resource and Infrastructure Strategic Plan which would go to Management Board subject to the agreement of SLT. It was confirmed that the Commissioner's Message which introduced the policy should stand.

There was discussion on the wording relating to home working.

### Decision

The plan was agreed subject to amendments arising from the discussions noted above.

### Actions

Paul Arnold to amend the policy as discussed and to bring it to Management Board.

## 6. Regulatory Action Policy

### Issue

James Dipple-Johnstone presented a draft Regulatory Action Plan which would update and encompass several existing strategies. Changes such as GDPR would be included in the new document, which would cover the full spectrum of ICO compliance work, not just formal enforcement.

In terms of discussion the need to link the plan with the Information Rights Strategic Plan was noted, as was the need to focus on outputs rather than on how the ICO was structured.

The need to communicate the plan to stakeholders had been identified and would be taken forward.

### Decision

It was agreed that the draft Regulatory Action Plan should come to Management Board subject to the amendments discussed.

Identification of priority areas for the ICO would be taken forward at SLT after Board discussion.

### Actions

James Dipple-Johnstone to amend the document and to ensure the Policy came to the next Management Board for discussion.

## 7. 2017/18 gender pay gap

### Issue

SLT were provided with figures on staff pay levels split by gender. The figures would be published by 31 March 2018.

### Decision

It was agreed to include the figures in the Management Board papers along with information on year on year changes.

## 8. Creation of a women's network

### Issue

The Equalities and Diversity Committee had agreed the setting up of a Women's network at the ICO and sought the views of SLT.

### Decision

SLT confirmed that it was entirely supportive of groups such as this being set up by staff across the office. It also confirmed that the permission of SLT was not needed in such cases.

## 9. DCEO Directorate business plan

### Issue

Paul Arnold introduced the DCEO directorate Business Plan updated to reflect performance at the end of quarter two. The plan highlighted the impact of GDPR already on advice being given by the helpline.

## 10. DCMS liaison and Management Board meetings

### Issue

The agendas for the forthcoming DCMS liaison meeting and Management Board were discussed.

## 11. Steering group updates

### Issue

Minutes of Steering Group meetings held since August were presented for information.